Introduction

This guide provides Graduate Administrators and Super Users with an overview of the post-outcome suspension applications on On-Course Applications. This includes the application process for students, how applications are processed and students on a post-outcome suspension are returned.
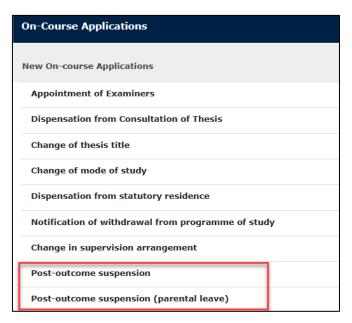
Post-outcome suspension applications

There are two post-outcome suspension on course application forms:

- Post-outcome suspension
- Post-outcome suspension (parental leave)

To see these forms, graduate research students must have submitted their thesis for the first time on or after 12 October 2025 and have one of the following approved outcomes from a DPhil, DM, MLitt or Msc (Res) programme:

- Major corrections with mandatory viva
- Major corrections without mandatory viva
- Reference back

In addition, students who are required to submit minor corrections are only eligible to apply for a post-outcome suspension for parental leave only. Therefore, these students will only see the parental leave form.

Students need to specify the date the suspension will start, and the number of weeks required. The minimum length of suspension that may be approved is 4 weeks. The maximum length of suspension that may be granted is 52 weeks in total.
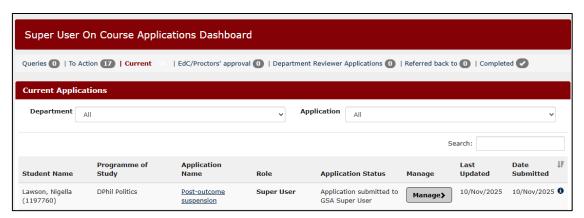
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The student can optionally upload supporting evidence if required and must then select the supervisor to whom the application is being referred to, before submitting the application. After submitting, the student can withdraw the application at any time.

Viewing and processing post-outcome suspensions

Applications submitted by the student will be sent to the identified supervisor before proceeding to the department reviewer, unless information needs to be updated by a super user first (e.g. supervisor). If further information is required before the approver can make a decision, the application can be referred back to an earlier stage in the approval process e.g. the Department Reviewer can refer back to the supervisor or student.

The full details of the application can be viewed by Graduate Administrators and Super Users in On Course Applications, via **Search and View** or the **Super User Dashboard.** Super Users are able to manage and action decisions via their dashboard:

Once a Department Reviewer has made the decision whether to support the application, the Super User will need to ensure the application meets the regulations, with the application displaying all previous suspensions. The following criteria applies:
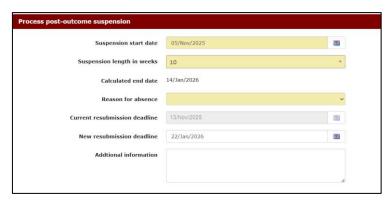
- The student can only have a post-outcome suspension for a maximum total length of 52 weeks. Students can have multiple periods of suspension with a minimum of 4 weeks, but the total must not exceed 52 weeks
- Post-outcome suspensions for parental leave also have a maximum suspension length of 52 weeks, but if a student subsequently applies for a post-outcome suspension for any other reason, the parental leave suspensions do not count towards that 52 week maximum length
- Any suspensions which were granted prior to the submission of the student's thesis do not count towards any post-outcome suspension totals

Once the application has been reviewed by the Super User, the following actions are available:

- Process approval
- Process rejection
- Refer to EdC
- Refer back
- Refer to Medical Sciences Board (for Medical Sciences students only)

Approving the application involves the super user recording the reason for absence. On approval, the student, college, supervisor(s), the Research Degrees team, and if applicable, the Student Immigration, PG UK Loans and US Loans teams will be sent notifications.

When an approved suspension begins, the student's status will update to **Suspended - PGR post outcome.**

Rejecting the application will populate an email to the student which can be edited before it is sent.

If a student exceeds the 52 week period, the application will need to be sent to the **Education Committee** who will confirm if any dispensation is required. After recording the action, the application will need to be sent manually to the Education Committee for action.

If more information is needed from the student or department approver, the application can be **referred back** accordingly.

Returning from post-outcome suspension

Students will be automatically returned, including their status updated, when their suspension expected end has date passed, and will receive email confirmation when this has happened.

Students can still submit their thesis during a period of post-outcome suspension. When submitting, a warning message will appear, advising them that by submitting their period of suspension will automatically end. As soon as a thesis is submitted, the post-outcome suspension will be automatically end and the student's status updated.

Details of all current and previous post-outcome suspensions can also be viewed in Student Records

Further information

Full training guides for On Course Applications can be found on the Student Systems webpages

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